



Ardmore Community Center
General Use Agreement
For Chickasaw Nation Events

Responsible party: Phone:

Department: Email:

Date(s) requested: Time(s) requested:

Event type: Chickasaw Nation event VIP Chickasaw Nation event

(A Chickasaw Nation event is defined as an event sponsored in whole or in part by the Chickasaw Nation or a program or department thereof.)

Describe event:

Number of guests expected:

Room location(s) requested: Entire facility (includes all of the below locations)

Meeting room (includes tables and chairs currently in room)

Banquet room:

Number of chairs needed:

Number of tables needed:

Rectangle: (6' - seats 6 to 8)

Round: (6' - seats 8 to 10)

Kitchen:

Catering kitchen

Family kitchen

Both kitchens

Grill area: Responsible party shall provide grill(s) and a 10lb ABC Fire Extinguisher. Grill(s) shall be set up in the area designated by the Chickasaw Nation.

Room setup requested:

Classroom style

Banquet

Circle

Semi-circle

Theater

Conference

U-shape

Square

Half-moon

V-shape

Herringbone

Other:

Audio/visual equipment requested:

Wired mic, #:

Wireless mic, #:

Hearing assist, #:

CD

Projector/screen

Monitors

Blu-ray/DVD

Podium

Laptop

Mixing board

Other:

Special instructions/requests:

GENERAL USE AGREEMENT

Governing law:

The responsible party agrees that he is an agent or employee of the Chickasaw Nation and that this General Use Agreement shall be performed within applicable guidelines, resolutions and ordinances of the Chickasaw Nation.

Disclaimer:

The Chickasaw Nation Community Center reserves the right to decline scheduling of an event at the community center for any reason. The community center reserves the right to cancel a planned event in case of an emergency for a Chickasaw family's use of the facility for a funeral or bereavement lunches or dinners.

First aid AED cabinets:

Two first aid cabinets are located in both kitchen areas. One automatic external defibrillator (AED) cabinet is located next to the first aid cabinet in the family kitchen. The Chickasaw Nation expressly disclaims responsibility and shall have no liability for any damages, loss, injury or liability whatsoever suffered as a result of the use of the first aid or AED cabinets. The first aid and AED cabinets are not intended to replace emergency medical care. Should an emergency arise, please call 911.

Key to facility:

If the event is held during normal business hours, a staff member will unlock and lock the facility. If the event is held after normal business hours, a key to the facility will be assigned to the responsible party. Instructions will be provided on how to unlock and lock the doors and the disposition of the key after the event is over. The responsible party shall ensure all exterior doors are locked at the facility before leaving.

Room set up/dismantling room:

The community center staff may set up/dismantle for events held during normal business hours. Set up and dismantle for events scheduled outside of normal business hours or on weekends will be the responsibility of the responsible party.

Clean up:

The responsible party is responsible for sweeping/vacuuming all floors, wiping down tables and counters and disposing of trash at the end of the event. Spills on the floors are to be cleaned with water only. Cleaning supplies, including dish soap, paper towels, trash liners and cleaning tools, including a mop, broom and vacuum cleaner, are located in the room marked "Janitor."

Outdoor amenities:

Outdoor amenities such as, but not limited to, game courts, picnic areas and playgrounds (where applicable) are available for use according to rules and regulations posted. The reservation of the outdoor amenities may be requested in the "Special Instructions/Requests" section of agreement.

Audio/visual equipment:

The audio/visual equipment provided by the community center may only be operated by an authorized Chickasaw Nation employee or designated personnel.

Emergency telephone numbers and emergency action plan:

Emergency telephone numbers are posted on exterior doors, interior doors and windows located throughout the facility. The Emergency Action Plan is posted in the kitchen. Please become familiar with this information.

Rules while using the facility:

Unless preapproved by the executive officer in writing, the responsible party shall comply with the policies, rules or regulations of the Chickasaw Nation and shall monitor compliance from all guests of the event.

1. Adhere to the designated times and date(s) of the event listed on the application. Otherwise the event may infringe upon another event scheduled before or after.
2. Tables used for the event shall be covered if food is being served.
3. Caterers shall remove food and serving pans on the actual event day.
4. Any kitchen appliance used shall be washed and dried inside and out. Kitchen counter tops and cabinet fronts are to be left clean.
5. Food or trash shall be bagged, removed and taken out to the dumpster located outside of the facility. This includes restrooms, banquet hall, meeting rooms and kitchen(s), if applicable.
6. Cooking foods with hot oils or grease shall not be permitted in the facility.
7. Gas grills are permitted, in designated areas only, provided that the city, county or state has not issued any burn restrictions or bans. Grills shall be approved by the community center staff. Grills shall have a 10-pound ABC fire extinguisher located within 10 feet of the grills while being operated.
8. There shall be no displays of any kind, including but not limited to posters, pamphlets or signage depicting inappropriate violence, sexual content, weapons or drugs posted on the premises. All displays shall be approved by the facility's representative.
9. Nothing may be attached to or suspended from ceilings, walls, tables, floors or chairs, including but not limited to staples, tape, command strips or other adhesives.
10. Signage is not to be affixed in the lawn, flowerbeds or on Chickasaw Nation property.
11. No person shall use the facility as a regular place of business for personal gain.
12. A responsible adult sponsor shall supervise all children-planned activities.
13. Doors are to be closed at all times to prevent increased utility costs.
14. After the event, chairs and tables should be dismantled and placed in their designated areas.
15. No blowup or bouncing machines are permitted on the premises.
16. No smoking or any other use of tobacco products is allowed in the facility. "Tobacco products" includes any tobacco cigarette, pipe tobacco, smokeless tobacco, chewing tobacco or any other form of tobacco that may be used for smoking, chewing, inhalation or other means of ingestion. This also includes any form of electronic cigarette or atomizing or vaporizing inhalation device whether or not it contains actual tobacco. Smoking is allowed in designated areas only.
17. No alcoholic beverages shall be permitted on the premises.
18. No flammable or combustible chemicals, lit candles or open flames are allowed on the premises. Containers used for heating food by licensed caterers are the only exception. Grills may be used in designated areas only.
19. No parking in the designated fire lane.
20. Vehicles should stay on designated drive and parking areas. No vehicles allowed on off-road areas.
21. No bird seed or rice is allowed inside the facility or around any flowerbeds. If thrown outside, it shall only be thrown in the parking lot and shall be cleaned up.
22. No outside chairs or tables are allowed in the community center.
23. No loud music. Live or amplified music shall be kept to a minimum. The community center is located in a semi-residential neighborhood and those using the facility owe consideration to the neighbors.
24. No skate boarding, roller skates, roller blades, speeding or reckless driving is allowed on the premises.
25. No animals, except qualified service animals are allowed on the premises.
26. No firearms are allowed on the premises.
27. The community center is not responsible for any items stolen during an event or left after an event. Items left behind will be discarded.

Authorization

I am the responsible party and authorized person in charge of the event scheduled at the Chickasaw Nation Community Center and I declare that all guidelines as described in this general use agreement shall be adhered to. I have read each page of this general use agreement and I agree to be bound by the same.

Responsible party authorized signature

Date

Facility representative signature

Date